



Arnold Schwarzenegger, Governor  
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

# DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer  
*Job Opportunity*

## Office Technician(Typing) San Diego Permanent – Full-time

The Department of Real Estate is recruiting to fill a permanent full-time Office Technician (Typing) position in its San Diego Office which is located at 1350 Front Street, Suite 3064, San Diego.

***Duties of the position include:***

- Type letters, forms, investigative reports, and case assignments in the Enterprise Information System.
- Provide clerical support to a staff of Deputies, Managing Deputy Commissioner, and Auditor.
- Interpret and communicate answers to the public, via telephone and/or in-person, regarding licensing laws and examination questions.
- Review incoming complaints; prepare letters of acknowledgement for receipt of correspondence.
- Process incoming and outgoing mail; distribute to appropriate parties.
- Various administrative duties including: filing, stocking supplies, scheduling equipment servicing, and photocopying.
- Other duties as assigned.

***Required qualifications:***

- Ability to answer, screen and transfer all incoming phone calls.
- Ability to perform a variety of typing and data entry tasks utilizing a computer.
- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- A self-starter who can work independently.
- Communicate effectively both orally and in writing.
- Independence of action, initiative and good judgement.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Experience using a personal computer, particularly Windows NT using Word and Excel.
- **A valid typing certificate for 40 wpm is required. Please provide a copy of your typing certificate with your application.**

***Desirable qualifications:***

- Dependable and reliable.
- Excellent attendance.
- Knowledge of, or familiarity with, real estate licensing laws, rules, regulations, policies and procedures.

**SALARY: \$2510 - \$3050**

**Who should apply:** Current State employees at the Office Technician (T) level, those who are transferable to the classification and those with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

***Submit applications to:***

Margaret Lahey, Personnel Services  
Department of Real Estate (ML)  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0794 or CalNet 8-498-0794

***For information on the position contact:***

Chris Graves, District Office Manager  
(619) 525-4192 or CALNET 8-625-4192

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

**FINAL FILING DATE: FEBRUARY 3, 2006**

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Application, whether filed in person or by mail, must be received in the  
Personnel Office no later than 5 p.m. on the above date.

**Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.**